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| Staff Training Guide  C:\Users\emafi\Desktop\waratah.pngTraining and certification to be undertaken by corporate and school-based staff |

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| Contents  PART A - School-Based Staff   1. Mandatory for all staff 2. Where applicable only 3. Checklist   A checklist that can be used by Principals to assist with monitoring their staff’s compliance can be downloaded from the following MyPL link  <https://detwww.det.nsw.edu.au/media/downloads/proflearn/secure/checklist.xlsx>  PART B – Corporate Staff   1. Mandatory for all staff 2. Where applicable only   Ⓜ Mandatory Course Ⓡ Registered Course on MyPL  Produced by: School Policy and Information Management |

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| PART A - School-Based Staff |

**School based Staff**

1. **Mandatory for all staff**

| Name | Description | MyPL Course Code or Requirement | Applicable to | Accountability/ Review Period | Links |
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| Ⓜ Ⓡ  Child Protection Awareness Training  Responsible area: *Child Wellbeing Unit* | An initial child protection  induction. Child Protection Awareness Training is a self-paced online course that provides this initial child protection induction training for all staff.  It includes 3 sections:   * legislation, agencies and policies * responsibilities of employees * professional practice.   Delivery: Online (a DoE log-in is required for the internal version) | The revised training  is available from Term 4, 2016 and is accessible at <https://corporate.learn.det.nsw.edu.au/login/index.php>  MyPL Course Code RG00326  The course no longer needs to be scheduled in MyPL. Log-in and successful completion will generate MyPL and BOSTES accreditation. | All new departmental employees, including those in schools and, state offices.  Staff, such as new casuals, without a log-in can access an external version at <http://cpat.learnbook.com.au/my/> | One off  Workplace registers must be maintained | Child Protection Awareness Training  <https://corporate.learn.det.nsw.edu.au/login/index.php>  External version  <http://cpat.learnbook.com.au/my/>  Protecting and Supporting Children and Young People Policy <https://detwww.det.nsw.edu.au/policies/student_serv/child_protection/prot_children/PD20020067_i.shtml?level=>  Protecting and Supporting Children and Young People Procedures <https://detwww.det.nsw.edu.au/policies/student_serv/child_protection/prot_children/protecting_proced.pdf> |
| Ⓜ Ⓡ  Child Protection Update 2017 – school staff  Responsible area: *Child Wellbeing Unit* | The Child Protection  Update 2017 is a compulsory annual update course, reinforcing the responsibility to report suspected risk of harm concerns and support children and young people.  Delivery: Online or face to face. | MyPL  Course Code School Staff TBA  MyPL  Course Code Corporate Staff  TBA | All staff | Annually  Workplace registers must be maintained |  |
| Ⓜ  Health and Safety Induction for Employees  Responsible Area: *Health*  *& Safety* | This course provides all new employees and others with key health and safety information to keep themselves and others safe whilst working for the Department.  Once this course is completed online, the principal or workplace manager will provide a local level induction specific to the workplace.  Delivery: Online | MyPL Course Code NR06185 | All new employees | One off | Work Health and Safety Induction for Employees <https://detwww.det.nsw.edu.au/workhealthandsafety/induction>  Work Health and Safety Policy <https://detwww.det.nsw.edu.au/policies/staff/WorkHealthSafety/PD20130454_i.shtml?level> |
| Ⓜ  Code of Conduct  Responsible area: *Employee Performance & Conduct* | The Code clarifies the standards of behaviour that are expected of Departmental staff in their performance of their duties and provides guidance in areas where staff need to make personal and ethical decisions.  Delivery: Face to face | Maintain records that staff have reviewed Code of Conduct  Code of Conduct Update 2014-15  MyPL Course Code DV02913 | All staff | Annually | NSW Department of Education Code of Conduct  <https://detwww.det.nsw.edu.au/policies/staff/ethical_behav/conduct/Code_guide.pdf>  Code of Conduct Policy  <https://detwww.det.nsw.edu.au/policies/staff/ethical_behav/conduct/PD20040020_i.shtml?level> |
| Ⓜ  Fraud and Corruption  Responsible area: *Audit*  *Directorate*  *Employee Performance & Conduct (PID Policy)* | All employees need to be aware of their responsibilities in mitigating fraud and corruption in the workplace.  Topic areas include ethical decision making, conflicts of interest, gifts and benefits and reporting corrupt conduct.  Delivery: Online | Maintain records that staff have reviewed Fraud and Corruption Policy and Procedures  Optional online e- learning course <https://detwww.det.nsw.edu.au/audit/cprevention/elearning/welcomev4a.htm>  Corruption Prevention e-Learning Course (Registered)  MyPL Course Code 151AUD001 | All staff, particularly new staff | Annually | Corruption Prevention e-learning  <https://detwww.det.nsw.edu.au/audit/cprevention/elearning/welcomev4a.htm>  Corruption Prevention Policy  <https://detwww.det.nsw.edu.au/policies/staff/ethical_behav/corp_prevn/PD20040009_i.shtml?level>  Fraud and Corruption Control Procedures <https://www.det.nsw.edu.au/policies/staff/ethical_behav/corp_prevn/CP_Procedures_2013.pdf>  Corruption Prevention Framework <https://www.det.nsw.edu.au/policies/staff/ethical_behav/corp_prevn/CP_Framework_2013.pdf>  Public Interest Disclosures Internal Reporting Policy <https://detwww.det.nsw.edu.au/policies/general_man/complaints/prot_disc/PD20020019_i.shtml?level>  Register of Gifts and Benefits Procedures <https://www.det.nsw.edu.au/policies/staff/ethical_behav/conduct/Register_of_Gifts_and_Benefits_updated_July_2014.pdf>  Register of Pecuniary and Private Interests Procedures <https://detwww.det.nsw.edu.au/policies/staff/ethical_behav/conduct/reg_ppint.pdf> |
| ⓂⓇ Anaphylaxis e- learning (APTSs)  Responsible area: *Health*  *& Safety* | The e-learning module has been developed to provide all staff working in NSW DoE with essential information about recognising and providing an emergency response to anaphylaxis, a life threatening condition, together with information about key departmental policies and strategies to manage and support students diagnosed as being at risk of anaphylaxis.  Delivery: Online | Training records for this course are automatically transferred to MyPL via the e-Safety system. Principals are not required to schedule an event for this course. | All school-based employees, including casual employees. | 2 years | Anaphylaxis e-learning (APTSs) <https://detwww.det.nsw.edu.au/workhealthandsafety/esafety-program/anaphylaxis-etraining-aptss>  Anaphylaxis Procedures for Schools <http://www.schools.nsw.edu.au/studentsupport/studenthealth/conditions/anaphylaxis/guidelines/index.php> |
| Ⓜ  Recognition and Management of Anaphylaxis Training (face to face)  Responsible area: *Health & Safety* | This training focuses on the practical application of responding to anaphylaxis. This training has been developed to complement the Department’s anaphylaxis e-learning module.  This training must be delivered by the Department’s approved panel of registered training providers.  Delivery: Face to face | Training records for this course are automatically transferred to MyPL via the e-Safety system.  Principals are not required to schedule an event for this course. | All NSW  government schools are to arrange for face to face anaphylaxis training annually.  Each school will be required to ensure that a significant proportion of staff attend the training, subject to essential student supervision requirements. | Annually  This course can now be combined with the face to face CPR training. | Face to Face CPR and Anaphylaxis Training <https://detwww.det.nsw.edu.au/workhealthandsafety/training/cardiopulmonary-resuscitation-cpr> |
| ⓂⓇ  e-Emergency Care (APTSs)  Responsible area: *Health & Safety* | e-Emergency care provides simple, effective treatment and management protocols to support staff to manage common emergencies. This training closely reflects the types of illnesses, incidents and accidents most commonly occurring in schools, school activities and on excursions.  Delivery: Online | Training records for this course are automatically transferred to MyPL via the e-Safety system.  Principals are not required to schedule an event for this course. | All school-based employees, including casual employees. | 3 years | e-Emergency Care (APTSs) <https://detwww.det.nsw.edu.au/workhealthandsafety/esafety-program/eemergency-care-aptss>  e-Emergency Care fact sheet <https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/workhealthsafety/swl/fact/ecare.pdf> |
| Ⓜ  Cardio-Pulmonary Resuscitation (CPR)  Responsible area: *Health & Safety* | This course will provide you with the knowledge and skills required to perform cardiopulmonary resuscitation in line with the Australian Resuscitation Council (ARC) Guidelines.  Delivery: Face to face  This training must be delivered by the Department’s approved panel of registered training providers. | Training records for this course are automatically transferred to MyPL via the e-Safety system.  Principals are not required to schedule an event for this course. | All NSW government schools are to arrange for face to face CPR training annually.  Each school will be required to ensure that a significant proportion of staff attend the training, subject to essential student supervision requirements. | Annually  This course can now be combined with the face to face anaphylaxis training. | First Aid Procedures  <https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/workhealthsafety/swl/proc/firstaidprocedures.pdf>  Face to Face CPR and Anaphylaxis Training <https://detwww.det.nsw.edu.au/workhealthandsafety/training/cardiopulmonary-resuscitation-cpr>  Excursions Policy <https://detwww.det.nsw.edu.au/policies/student_admin/excursions/excursion_pol/PD20040010_i.shtml?level>  Excursions Policy Implementation Procedures <https://detwww.det.nsw.edu.au/policies/student_admin/excursions/excursion_pol/proced.doc> |

1. **Where applicable only**

| Name | Description | MyPL Course Code or Requirement | Applicable to | Accountability/ Review Period | Links |
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| Working with Children Check  Responsible area: *Human Resources* | The Working with Children Check (WWCC) is an important part of the NSW Department of Education’s recruitment process to prevent people who pose a risk to the safety, welfare and well-being of children from being employed or engaged in child-related work.  Delivery: Online application/visit to Service NSW office to complete the process | New staff must apply for a WWCC before starting work.  Existing staff will be phased in as follows:  \*School staff in **secondary schools** must provide a WWCC number between 1  April 2016 and 31  March 2017.  \*School staff in **all other schools** must provide a WWCC number between 1 April  2017 and 31 March  2018.  Primary teachers will require by end of 2017 as required as part of accreditation | All new staff working in schools, and staff in secondary schools between 1 April 2016 and 31 March 2017. | WWCC lasts for 5 years | Working with Children Check Policy (and appendices) <https://detwww.det.nsw.edu.au/policies/student_serv/child_protection/work_child/PD20050264_i.shtml?level>  Working with Children Check Procedures <https://detwww.det.nsw.edu.au/policies/student_serv/child_protection/work_child/Working-with-Children-Check-Procedures.pdf>  Working with Children Check: Checklist for School Principals(Appendix 2) <https://www.det.nsw.edu.au/policies/student_serv/child_protection/work_child/implementation_3_PD20050264.shtml?level=Schools&query=working+with+childrens+check+policy>  Clarification for new Working with Children Check (WWCC) for SRE & SEE Teachers Memorandum <https://detwww.det.nsw.edu.au/inprincipal/state_office/2014-03-14/z_schooladmin_2.htm>  Office of the Children’s Guardian – Working with Children Check <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check> |
| Ⓡ  Provide First Aid (HLTAID003)  Responsible area: *Health*  *& Safety* | SafeWork NSW requires all first aid courses be aligned to the unit of competency HLTAID003 Provide First Aid.  All first aid qualifications are to be delivered and assessed by qualified registered training organisations that have HLTAID003 Provide First Aid on their scope of registration.  HLTAID003 describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance.  It is recommended that NSW government schools and departmental workplaces must arrange their first aid training through the Department’s **approved panel of registered training providers**.  Delivery: Face to face | MyPL Course Code DV02270 | Staff who have been appointed to first aid officer positions | 3 years | First Aid <https://detwww.det.nsw.edu.au/workhealthandsafety/risk-management/first-aid>  First Aid Procedures <https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/workhealthsafety/swl/proc/firstaidprocedures.pdf>  Approved Panel of Registered Training Providers <https://detwww.det.nsw.edu.au/whs/approvedtrainingproviders/>  \*This website is password protected and only available to principals and workplace managers and their delegates. |
| Private and Secondary Employment  Responsible area: *Human Resources* | The Department recognises that private or secondary employment can contribute to an employee acquiring additional skills and knowledge. Therefore employees may engage in private or secondary employment provided that they meet relevant requirements. | Complete the application form at Appendix 3 of the Private and Secondary Employment Guidelines (<https://detwww.det.nsw.edu.au/policies/staff/ethical_behav/priv_sec_employ/implementation_1_PD20030007_i.shtml> ), and submit for approval through their immediate supervisor to the appropriate delegate.  Upon completion, supervisor should seek approval from the appropriate delegate. | All employees, with the exception of the following:   * all casual employees in the Department * all permanent part-time and temporary part- time employees in the Department | Annually | Private and Secondary Employment Policy  <https://www.det.nsw.edu.au/policies/staff/ethical_behav/priv_sec_employ/PD20030007.shtml>  Private and Secondary Employment Guidelines  <https://detwww.det.nsw.edu.au/policies/staff/ethical_behav/priv_sec_employ/implementation_1_PD20030007_i.shtml>  Private and Secondary Employment application form (Appendix 3) <https://detwww.det.nsw.edu.au/finance/schools/hr/employment.htm> |
| Ⓡ  e-Administration of Prescribed Medication at School (e- APMAS)  Responsible area: *Learning and Wellbeing*  *Student Engagement & Interagency Partnerships* | e-APMAS is a self-paced course delivered in four modules covering the Department’s requirements, the  administration of  prescribed medication in the school environment and integrated assessment through multiple choice questions.  Delivery: online | MyPL Course Code DV02112 | Staff who administer prescribed medications at school | 3 years | e-Administration of Prescribed Medication at School e-learning <https://detwww.det.nsw.edu.au/lists/directoratesaz/proflearn/eapmas/index.html>  New e-Administration of Prescribed Medication at School (e-APMAS) Course Memorandum <https://detwww.det.nsw.edu.au/inprincipal/state_office/2012-12-07/z_plres_1.htm>  Administering Prescribed Medication at School <http://www.schools.nsw.edu.au/studentsupport/studenthealth/individualstud/adminmedicine/index.php> |
| Ⓡ  Health Care Procedures Certification  Responsible area: *Learning & Wellbeing* | The Health Care Procedures Certification provide initial training for school learning support officers (SLSOs) who have volunteered to perform tube feeding, suctioning and/or catheter care procedures for students in schools.  Delivery: Face to face | MyPL Course Code DV00043 | School learning support officers (SLSO) delivering health care procedures in schools | 2 years | Student Health in NSW Public Schools: A Summary and Consolidation of Policy <https://www.det.nsw.edu.au/policies/student_serv/student_health/student_health/PD20040034.shtml?level=Schools&categories=Schools%7cwellbeing%7chealth>  Administering Health Care Procedures <http://www.schools.nsw.edu.au/studentsupport/studenthealth/individualstud/adminhcproc/index.php> |
| Ⓡ  Health Care Procedures Recertification  Responsible area: *Learning & Wellbeing* | The Health Care Procedures Recertification course is designed to revise and update training in health care procedures for school learning support officers (SLSOs) to deliver health care procedures in schools.  Delivery Face to face | MyPL Course Code DV00044 | School learning Support officers (SLSOs) with a certificate in Health Care Procedures in schools | Renews for a further 2 years | Administering Health Care Procedures <http://www.schools.nsw.edu.au/studentsupport/studenthealth/individualstud/adminhcproc/index.php> |
| Ⓡ  GIPA and Managing Information in Schools  Responsible area: *Corporate Services,*  *Information Access Unit* | This module provides information on the way information is managed in schools under State Records Act 1998 and the Government Information (Public Access) Act 2009  Delivery: Online | The Developed Course Code (DV00859) can be accessed via the Information Access web page | Principals, PSNSW Principals Network Directors and PSNSW Executive Directors | One off | GIPA and Managing information in Schools – DV00859  <https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/legalservices/gipa//elearn/einfo_rel.html>  Information Access <https://education.nsw.gov.au/legal/information-access>  <https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/legalservices/gipa/downloads/gipa_pres.pdf> |
| Supervising Preservice Teachers (Professional Experience Agreements)  Responsible area: *Learning & Business Systems, School Policy & Information Management* | Teachers supervising or intending to supervise initial teacher education students for professional experience placements are required to have undertaken additional professional learning by the end of 2016. As a minimum teachers are required to have completed Module 2 Practice Analysis of the AITSL Supervising Preservice Teachers online course.  Alternatively supervising teachers may undertake one of the university offered courses registered by BOSTES.  Delivery: Online | Both the AITSL modules and the QTC registered university courses provided hours which can be counted for teacher accreditation purposes. | Teachers supervising or intending to supervise initial teacher education for professional experience placements under the Professional Experience Agreements. | One off | AITSL Supervising Preservice Teachers modules <http://www.aitsl.edu.au/initial-teacher-education/supervising-preservice-teachers>  BOSTES (QTC) registered courses <https://detwww.det.nsw.edu.au/detresources/BOSTES_Registered_Courses_pzzbtfqaKk.pdf> |
| Ⓡ  Disability Standards for Education  Responsible area: *Disability, Learning & Support* | This training supports staff to understand and comply with obligations under the Disability Discrimination Act 1992 and Disability Standards Education.  This training supports school staff in their participation in the annual Nationally Consistent Collection of Data on students (NCCD), which is mandatory for all schools.  Delivery: Online | MyPL Course codes RG00313 (Part 1) and RG00135 (Part2) | School Executive, Learning and Support Teachers and Teachers | One off | Information about how to access: Professional learning: Disability Standards for Education (2005) e-learning lessons  <https://detwww.det.nsw.edu.au/lists/directoratesaz/disability/dse/index.htm>  To access the e-learning lessons go to: <http://dse.theeducationinstitute.edu.au/login/index.php> |
| Aboriginal Cultural Education *Connecting to Country*  Responsible area: *Aboriginal Education and Communities Directorate* | Delivered to school staff by local Aboriginal communities under the auspices of the local Aboriginal Education Consultative Group.  Delivery: face to face. | Participating in the Connecting to Country Program will contribute 15 hours of QTC Registered PD addressing: 1.1.2, 1.2.3, 1.3.2, 1.4.2, 1.5.2, 1.6.2, 2.1.2, 3.7.2, 7.3.2, and 7.4.2 from the Australian Professional Standards for Teachers towards maintaining Proficient Teacher Accreditation in NSW. | All school-based employees, including casual employees. | 3 years | NSW Aboriginal Education Consultative Group Inc program information and contact information:  <https://www.aecg.nsw.edu.au/policies-and-programs/connecting-to-country/> |
| Aboriginal Cultural Education *Healthy Culture: Healthy Country*  Responsible area: *Aboriginal Education and Communities Directorate* | *The NSW* Aboriginal Education Consultative Group Inc can provide these workshops to help increase teacher knowledge and insight into past and current issues for Aboriginal students and their families. ;  Delivery: face to face. | The *Healthy Culture: Healthy Country* package is the only known Aboriginal cultural studies program designed for the NSW syllabus and has been endorsed by BOSTES under standards 1.1.2 – 1.22.1.32 1.42 1.52 1.62 2.1.2 3.7.2 7.3.2 7.4.2. | Teachers. | 3 years | NSW Aboriginal Education Consultative Group Inc program information and contact information:  <https://www.aecg.nsw.edu.au/policies-and-programs/healthy-culture-healthy-country-2/> |
| Proficient Teacher accreditation  Responsible area: *Human Resources* | It is a mandatory requirement that provisionally or conditionally accredited teachers who are working in NSW government schools are to achieve accreditation at Proficient Teacher within the required timeframe. Teachers are then required to maintain this accreditation to continue to be employed as a teacher. | The Australian Professional Standards for Teachers document is available on the NSW Educational Standards Authority website at <http://www.nswteachers.nsw.edu.au/publications-policies-resources/publications/australian-professional-standards-for-teachers/> | All teachers who commenced employment as a teacher from 1 October 2004 or have had a break of five years or more from teaching. | Teachers are required to know the date when their period of accreditation will end and what accreditation actions they are required to achieve in the relevant period. | Accreditation at Proficient Teacher in NSW Government Schools Policy <https://detwww.det.nsw.edu.au/policies/employment/recruit/tchr_acred/PD20050165_i.shtml>  Accreditation at Proficient Teacher Procedures <https://detwww.det.nsw.edu.au/policies/employment/recruit/tchr_acred/implementation_1_PD20050165_i.shtml> |

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| PART B – Corporate Staff |

**Corporate Staff**

1. **Mandatory for all staff**

| Name | Description | MyPL Course Code or Requirement | Applicable to | Accountability/ Review Period | Links |
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| ⓂⓇ  Child Protection Awareness Training  Responsible area: *Child Wellbeing Unit* | An initial child protection induction. Child Protection Awareness Training is a self-paced e-learning course that provides this initial child protection induction training for all staff. It includes 3 sections: legislation, agencies and policies; responsibilities of employees; professional practice. | The course no longer needs to be scheduled in MyPL. Log-in and successful completion will generate MyPL and BOSTES accreditation MyPL course code RG00326 | All new staff.  Staff such as contractors, without a log-in can access an external version at <http://cpat.learnbook.com.au/my/> | One off  Workplace registers must be maintained | Child Protection Awareness Training (CPAT)  <https://corporate.learn.det.nsw.edu.au/login/index.php>  External version <http://cpat.learnbook.com.au/my/>  Protecting and Supporting Children and Young People Policy <https://detwww.det.nsw.edu.au/policies/student_serv/child_protection/prot_children/PD20020067_i.shtml?query=protecting>  Protecting and Supporting Children and Young People Procedures  <https://detwww.det.nsw.edu.au/policies/student_serv/child_protection/prot_children/protecting_proced.pdf> |
| Ⓜ  Child Protection Update 2017  Responsible area: *Child Wellbeing Unit* | The Child Protection Update 2015 is a compulsory annual update course, reinforcing the responsibility to report suspected risk of harm concerns and support children and young people. It has been developed as three modules covering domestic and family violence, problematic sexual behaviour, educational neglect and working collaboratively with other agencies. | MyPL course code TBA | All staff who have participated in child protection awareness training. | Annually  Workplace registers must be maintained | Protecting and Supporting Children and Young People Policy <https://detwww.det.nsw.edu.au/policies/student_serv/child_protection/prot_children/PD20020067_i.shtml?query=protecting>  Protecting and Supporting Children and Young People Procedures  <https://detwww.det.nsw.edu.au/policies/student_serv/child_protection/prot_children/protecting_proced.pdf> |
| Ⓜ  Health and Safety Induction for Employees  Responsible area: *Health and Safety* | This course provides all new employees and others with key health and safety information to keep themselves and others safe whilst working for the Department.  Once this course is completed online, the principal or workplace manager will provide a local level induction specific to the workplace. | MyPL course code NR06185 | All new employees, contractors, visitors and volunteers. | One off | Health and Safety Induction for Employees  <https://detwww.det.nsw.edu.au/workhealthandsafety/induction>  Work Health and Safety Policy  <https://detwww.det.nsw.edu.au/policies/staff/WorkHealthSafety/PD20130454_i.shtml?level> |
| Ⓜ  Code of Conduct  Responsible area: *Employee Performance and Conduct* | The Code clarifies the standards of behaviour that are expected of Departmental staff in their performance of their duties and provides guidance in areas where staff need to make personal and ethical decisions. | Maintain records that staff have reviewed Code of Conduct  Code of Conduct Update 2014-15  MyPL Course Code DV02913 | All staff. | Annually | NSW Department of Education Code of Conduct  <https://detwww.det.nsw.edu.au/policies/staff/ethical_behav/conduct/Code_guide.pdf>  Code of Conduct Policy  <https://detwww.det.nsw.edu.au/policies/staff/ethical_behav/conduct/PD20040020_i.shtml?level>= |
| Ⓜ  Fraud and Corruption  Responsible area: *Audit Directorate*  *Employee Performance & Conduct (PID Policy)* | All employees need to be aware of their responsibilities in mitigating fraud and corruption in the workplace. Topic areas include ethical decision making, conflicts of interest, gifts and benefits and reporting corrupt conduct. | Maintain records that staff have reviewed Fraud and Corruption Policy and Procedures  Optional online e-learning course  <https://detwww.det.nsw.edu.au/audit/cprevention/elearning/welcomev4a.htm>  Corruption Prevention e-Learning Course (Registered)  MyPL Course Code 151AUD001 | All staff, particularly new staff. | Annually | Corruption Prevention e-learning  <https://detwww.det.nsw.edu.au/audit/cprevention/elearning/welcomev4a.htm>  Corruption Prevention Policy  <https://detwww.det.nsw.edu.au/policies/staff/ethical_behav/corp_prevn/PD20040009_i.shtml?level=>  Fraud and Corruption Control Procedures  <https://www.det.nsw.edu.au/policies/staff/ethical_behav/corp_prevn/CP_Procedures_2013.pdf>  Corruption Prevention Framework  <https://www.det.nsw.edu.au/policies/staff/ethical_behav/corp_prevn/CP_Framework_2013.pdf>  Public Interest Disclosures Internal Reporting Policy  <https://detwww.det.nsw.edu.au/policies/general_man/complaints/prot_disc/PD20020019_i.shtml?level=>  Register of Gifts and Benefits Procedures  <https://www.det.nsw.edu.au/policies/staff/ethical_behav/conduct/Register_of_Gifts_and_Benefits_updated_July_2014.pdf>  Register of Pecuniary and Private Interests Procedures  <https://detwww.det.nsw.edu.au/policies/staff/ethical_behav/conduct/reg_ppint.pdf> |
| Working with Children Check  Responsible area: *Human Resources* | The Working with Children Check (WWCC) is an important part of the NSW Department of Education’s recruitment process to prevent people who pose a risk to the safety, welfare and well-being of children from being employed or engaged in child-related work. | Apply for a WWCC before staff start work.  Existing staff will be phased in according to the phase in schedule <http://www.kidsguardian.nsw.gov.au/ArticleDocuments/191/FS2_phaseinschedule_Jan2015.pdf.aspx> | All staff employed in the School Operations and Performance Division | WWCC last for 5 years | Working with Children Check Policy (and appendices)  <https://detwww.det.nsw.edu.au/policies/student_serv/child_protection/work_child/PD20050264_i.shtml?level=>  Working with Children Check Procedures  <https://detwww.det.nsw.edu.au/policies/student_serv/child_protection/work_child/Working-with-Children-Check-Procedures.pdf>  New Working with Children Check Memorandum  <https://detwww.det.nsw.edu.au/inprincipal/state_office/2013-07-19/z_schooladmin_2.htm>  Clarification for new Working with Children Check (WWCC) for SRE & SEE Teachers Memorandum  <https://detwww.det.nsw.edu.au/inprincipal/state_office/2014-03-14/z_schooladmin_2.htm>  Office of the Children’s Guardian – Working with Children Check  <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check> |

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| Name | Description | MyPL Course Code or Requirement | Applicable to | Accountability/ Review Period | Links |
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| *Provide First Aid (HLTAID003)*  Responsible area: *Work Health and Safety* | SafeWork NSW requires all first aid courses be aligned to the unit of competency HLTAID003 Provide First Aid.  All first aid qualifications are to be delivered and assessed by qualified registered training organisations that have HLTAID003 Provide First Aid on their scope of registration.  HLTAID003 describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance.  It is recommended that NSW government schools and departmental workplaces arrange their first aid training through the Department’s approved panel of registered training providers.  Delivery: Face to face | MyPL course code DV02270 | Staff who have been appointed to first aid officer positions. | 3 years | First Aid  <https://detwww.det.nsw.edu.au/workhealthandsafety/risk-management/first-aid>  First Aid Procedures  <https://detwww.det.nsw.edu.au/detresources/First_Aid_Procedures_kkPBWNhsNs.pdf>  Approved Panel of Registered Training Providers  <https://detwww.det.nsw.edu.au/whs/approvedtrainingproviders/>  \*This website is password protected and only available to principals and workplace managers and their delegates. |
| Private and Secondary Employment  Responsible area: *Human Resources* | The Department recognises that private or secondary employment can contribute to an employee acquiring additional skills and knowledge. Therefore employees may engage in private or secondary employment provided that they meet relevant requirements. | Complete application form at Appendix 3 of the Private and Secondary Employment Guidelines (<https://detwww.det.nsw.edu.au/policies/staff/ethical_behav/priv_sec_employ/implementation_1_PD20030007_i.shtml>), and submit for approval through their immediate supervisor to the appropriate delegate | All staff. | Annually | Private and Secondary Employment Policy  <https://detwww.det.nsw.edu.au/policies/staff/ethical_behav/priv_sec_employ/PD20030007_i.shtml?query=PD20030007>  Private and Secondary Employment Guidelines  <https://detwww.det.nsw.edu.au/policies/staff/ethical_behav/priv_sec_employ/implementation_1_PD20030007_i.shtml> |